

State of West Virginia
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

POSITION WILL BE HIRED BASED ON AVAILABILITY OF RESOURCES

ANNOUNCEMENT NUMBER: 19-15

OPENING DATE: 04 Nov 18

CLOSING DATE: 30 Nov 18

POSITION TITLE, PARA / LINE, MAXIMUM AUTHORIZED MILITARY GRADE, AND MOS:

Human Resource SGT, PARA 401 / LINE 05, E5, 42A

GRADE/RANK FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

1001 Army Road
Kingwood, WV 26537

JOB DESCRIPTION:

The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop; detachments at division, corps, and echelons above corps; in brigade and battalion S1's or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Prepare personnel accounting and strength management reports. Prepare and reviews personnel casualty documents. Monitor appointment of line of duty, survivor assistance and summary court officers. Processes line of duty investigations. Prepare letters of sympathy to next of kin. Prepares and processes recommendations for awards and decorations and arranges for awards ceremony. Prepares, updates, and coordinates requests for evaluations, to include responding to evaluation inquiries. Prepares and monitors requests for promotions and arranges for promotion ceremony, to include promotion declinations, reconsideration for promotions, and arrange for reduction and removal boards for Soldiers on local promotion standing lists. Processes centralized and decentralized promotions and reduction actions. Prepares and monitors requests for reductions, transfers, and discharges. Prepares and monitors requests for identification cards and tags, leaves, and passes, line of duty determination, MILPER data and information management, orders for temporary duty and travel, personnel processing, personnel security clearances, training and reassignment, retention, military and special pay programs, personnel accounting and strength management, transition processing, meal cards, training Soldier support file, and unit administration. Evaluate personnel qualifications for special assignment. Prepares and processes requests for transfer or reassignment. Prepare orders and request for orders. Prepares and maintains officer and enlisted personnel records. Transfer training or other training. Processes bars to reenlistment, suspension of favorable personnel actions. Initiate action for passports and visas. Processes requests and prepares identification tags and cards. Supervise specific human resources functions in a personnel office, Battalion S1 and human resources support activity. Advise commanders on Soldiers and personnel readiness and strength levels of supported reporting units. Reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters. Reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel. Review cyclic and other reports to assess systems performance.

WHO MAY APPLY:

Must be within the grade(s) of E4 and E5.

AREA OF CONSIDERATION: This position is open to the grade(s) of E4 to E5 and to those currently fully eligible for promotion to the authorized minimum grade for the position.

In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement. Individual selected will be placed on an AGR Tour within the West Virginia Army National Guard.

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be or become a member of the West Virginia Army National Guard prior to entering the AGR Program.
2. Years of service - Must be able to complete a 3-year initial tour of AD / FTNGD prior to completing 18 years of Active Service and prior to reaching date of mandatory removal from an active status based on age, or service (without any extensions), under any provisions of law or regulation, as prescribed by current directives.
3. Reenlistment or Extension - Enlisted Soldiers must be eligible for reenlistment or extension per NGR 600-200; must have or be able to reenlist/extend to complete an initial three year tour.
4. Age - If an enlisted Soldier, must be 18 years of age and not have reached their 55th birthday
5. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
6. Must not have been separated from the AGR Program or other military service For Cause, Unsuitability, or Unfitness.
7. Individuals not selected for continuation in the AGR Program are ineligible for selection.
8. Individuals must not have resigned from the AGR Program or other military service in lieu of Adverse Action.
9. Upon selection to position Soldier must pass an AGR sanctioned APFT and Army Body Composition screening within 45 days. Continued employment is contingent upon passing both events, Soldiers will be released from Title 32 Active Guard Reserve for failure of either event
10. Applicants not DMOSQ must become DMOSQ within 12 months of selection, continued employment is contingent upon qualification.
11. Must not be under a current Suspension of Favorable Personnel Actions (FLAG).
12. Physical/Medical - Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3. Must meet the Army body fat standards IAW AR 600-9.

INSTRUCTIONS FOR APPLYING:

INSTRUCTIONS FOR APPLYING: All applications will be submitted through FTMCS. You can log onto FTMCS at <https://ftsmcs.ngb.army.mil/> and click on the following to access the FTMCS Jobs Application: Applications Toolbar ⇒ ARNG-HRM ⇒ Jobs ⇒ Apply for a Position. The Jobs Application may also be accessed at <https://ftsmcs.ngb.army.mil/protected/Jobs/Applications>.

If you do not currently have an AKO account, you will need to contact the Staffer POC listed at the bottom of this page to sponsor an AKO account for you. This should only apply to Air Guard or other personnel outside of an Army component.

All required documents listed below will be submitted. If any of the required documents are not reasonably available, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the Soldier as eligible. Failure to provide an explanation may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.

Early submission is highly encouraged to allow time for the AGR Section Staffers to review packets prior to the closing date, in case there are missing or incorrect documents. Staffers will contact the applicant to correct issues, but corrections to packets after the closing date will not be allowed.

Applications will be retained in the FTMCS Jobs Application for an indefinite period, for those who desire to obtain copies in the future.

REQUIRED DOCUMENTS:

1. A single page letter/memorandum expressing your interest in and qualifications for the position – include announcement number and your contact information, to include email and phone number. Identify three references with email addresses and phone numbers.
 2. NGB Form 34-1 dated 11 November 2013 – A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. Read all questions in section IV and answer accordingly, all yes answers must be explained in section V. Application Must Be Signed and dated or your application will not be certified. The AGR Job Application, NGB 34-1, dated 2013, can be found at HRO Website, Job Announcements, AGR Vacancies (<http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/AGR.html>)
 3. DD 214 and/or NGB 22 – include Copy 2 or 4 (Member Copy) of all previously issued DD 214 and/or NGB 22.
 4. Enlisted Record Brief (ERB); must be within 6 months and certified.
 5. DA Photo for all E6's and above (AR 640-30, para 6); 3/4 photo in ACU/OCP for E4-E5; All photos including DA Photo must be within 24 months of the closing date of advertisement (NGR 600-5 Para 2-2a.(6))
 6. Last Five NCOERs- An explanation memorandum must be submitted for those who cannot provide 5 evaluations. For E4's provide a letter of reference.
 7. Security Clearance verification, signed by your unit's security manager dated within 30 days of the advertisement closing.
 8. Army - Statement of Active Service – include the most recent of any of the following forms: NGB Form 23, NGB Form 23B, DA Form 1506 // Air - Point Credit Summary from VMPP: <http://w11.afpc.randolph.af.mil/vs/>
 9. Current certified statement of height and weight from unit commander or designated representative within 30 days of closing date. For Army, must include DA Form 5500-R/5501-R, if applicable
 10. Army - DA Form 705 within 6 months for AGRs and 12 months for MDAY // Air - Physical Fitness Report within 12 months. For all - Medical Profiles must be attached, if applicable
 11. Current Individual Medical Readiness Record (MEDPROS)
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SELECTING SUPERVISOR:

MAJ Robert Luther

AGR SECTION STAFFER CONTACT INFO:

SSG Chris Shortall
(DSN) 623-6682
(Com) 304-561-6682
(Email) christopher.j.shortall.mil@mail.mil

EQUAL OPPORTUNITY:

The West Virginia National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, national origin, reprisal, gender (except as the direct combat probability coding policy applies to women), politics, and membership/non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards and will also be accessible through the HRO Website at <http://www.wv.ng.mil/HRO>